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SUBMIT DIRECTLY TO THE OFFICE OF PUBLIC RECORDS IN 232 HART BUILDING

Description/Title of Attached Forms: Private Sponsor Travel Certification Form


(Signature of Traveler)

PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should **NOT** submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

1. Sponsor(s) of the trip (please list all sponsors):
Woodrow Wilson International Center for Scholar
2. Description of the trip: Trip for alumni of the Wilson Center Congressional Cybersecurity Lab, traveling traveling to DEF CON conference, focusing specifically on network vulnerabilities and election security
3. Dates of travel: August 8, 2019 - August 10, 2019
4. Place of travel: Las Vegas, Nevada, USA
5. Name and title of Senate invitees: See attached list
6. I *certify* that the trip fits one of the following categories:
☒ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal and do not retain or employ registered lobbyists or agents of a foreign principal and no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.
-OR-
☐ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (*see question 9*).
7. ☒ I *certify* that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.
- AND -
☒ I *certify* that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
8. I *certify* that:
☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.
- AND -
☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).

9. **USE ONLY IF YOU CHECKED QUESTION 6(B)**

I *certify* that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:

- ☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

– OR –

- ☐ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (*see questions 6 and 10*).

– OR –

- ☐ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

10. **USE ONLY IF YOU CHECKED QUESTION 9(B)**

If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

11. ☒ An itinerary for the trip is attached to this form. I *certify* that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

12. Briefly describe the role of each sponsor in organizing and conducting the trip:

The Wilson Center chose the destination and planned the itinerary and all logistics for this trip

13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:

See attached sheet

14. Briefly describe each sponsor's prior history of sponsoring congressional trips:

See attached sheet

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15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

See attached sheet

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate	\$661.80 coach airfare	\$204 (\$102 per night)	\$183 (\$61 per day)	\$300 Conference entrance fee
<input type="checkbox"/> Actual Amounts	\$70 ground transportation over 3 days			

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

This trip was organized specifically with regard to congressional participation

18. Reason for selecting the location of the event or trip

See attached sheet

19. Name and location of hotel or other lodging facility:

Tuscany Suites and Casino, 255 E Flamingo Rd, Las Vegas, NV 89169

20. Reason(s) for selecting hotel or other lodging facility:

Hotel was chosen for meeting the government lodging rate set by GSA and having a central location close to meeting sites.

21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

Lodging expenses are at the per diem rate of \$102 per night (\$204 total) set by GSA

Meal expenses are at the per diem rate of \$61 per day (\$183) set by GSA

22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

Participants will be traveling roundtrip by air to Las Vegas in coach. We will also be using a chartered bus for all ground transportation while in Las Vegas

23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

None

25. I hereby *certify* that the information contained herein is true, complete and correct. (For trips involving more than one sponsor, you *must* include a completed signature page for each additional sponsor):

Signature of Travel Sponsor;

Name and Title: Michael Forster, Chief Operating Officer

Name of Organization: Woodrow Wilson International Center for Scholars

Address: 1300 Pennsylvania Ave NW, Washington DC 20004

Telephone Number: 202-691-4366

Fax Number:

E-mail Address: michael.forster@wilsoncenter.org



**List of Participants Woodrow Wilson International Center for Scholars
Congressional Cybersecurity Lab Alumni Study Trip
Las Vegas August 8th to August 10th, 2019
United States Senate**

Name: Erica Andeweg

Title: Legislative Assistant, Office of Senator Deb Fischer

Name: Chris Soghoian

Title: Senior Technologist, Office of Senator Ron Wyden

Name: Aaron Barruga

Title: Technology and National Security Fellow,
Office of Senator Tom Cotton

Name: Andrew Timm

Title: Professional Staff Member, Committee on
Homeland Security and Governmental Affairs

Name: Elizabeth Bernal

Title: Legislative Correspondent, Committee on the
Judiciary

Name: Jillian Joyce

Title: Professional Staff Member, Subcommittee on
Federal Spending Oversight and Emergency
Management, Committee on Homeland Security and
Governmental Affairs

Name: Robert Murray

Title: Legislative Director, Office of Senator Roger F.
Wicker

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